

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 12**  
**FEBRUARY 1, 2012 – WORK SESSIONS**

**Public Works**  
**Summary Minutes**

Work Session was held between the County Commissioners and Public Works on Wednesday, February 1, 2012, at 9:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:**     **Helen Price Johnson, Chair**                     **Staff: Pam Dill**  
   **Kelley Emerson, Member (excused)**  
   **Angie Homola, Member**

**Staff Present:**     **Bill Oakes, Director, Steve Marx, Dave Bonvouloir, Devin Joslin, Jack Taylor, Jan Van Muyden**

**Others Present:**     **Elaine Marlow, Budget Director, Jeff Lauderdale, Rufus Rose, Bob Pederson**

Record Part 1 @00:05

**Solid Waste**

**Subject/Description: Re-Appoint Foster/Pepper as Special Counsel for Solid Waste Matters**

**Attachment:** Memorandum dated 1/4/12 from Dave Bonvouloir to BOCC

**Action Requested:** Approval to proceed with continuing employment of Foster Pepper as Special Counsel for solid waste matters.

**Follow Up:** Okay with full Board to move forward to a Monday Consent Agenda the resolution for a waiver of competitive solicitation and re-appointing Foster/Pepper to serve as Special Counsel for 2012-2014 Solid Waste Contract issues.

**Subject/Description: Solid Waste/Biosolids Rate Study 2013-2015**

**Attachment:** Memorandum dated 1/3/12 from Dave Bonvouloir to BOCC

**Action Requested:** Approval to move forward with 2 year extension, as provided in original contract with Skumatz Economic Research Associates, Inc. (SERA)

**Follow Up:** Okay with Board.

**Subject/Description: Contact to continue work on Phase III Voluntary Cleanup & Remediation-Freeland Recycling**

**Attachment:** Memorandum dated 1/9/12 from Dave Bonvouloir to BOCC

**Action Requested:** Approval to retain HWA Geosciences, Inc. to continue work on Phase III Voluntary Cleanup and Remediation for Freeland Recycling; Amount: less than \$20,000.00

**Follow Up:** Okay with Board.

**Parks**

**Subject/Description: Termination of Interlocal Agreements**

**Attachment:** Memorandum dated 2/1/12 from Steve Marx, to BOCC

**Action Requested:** Approval to start discussions with North Whidbey Parks & Recreation and the City of Oak Harbor regarding termination of the Clover Valley Off Leash and Technical Drive Off Leash Interlocal Agreements.

**Follow Up:** Okay with Board.

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**FEBRUARY 1, 2012 – WORK SESSIONS**

**Subject/Description: Parks & Four Springs 2012 Budget Adjustment**

**Attachment:** Memorandum dated 1/18/12 from Steve Marx to BOCC

**Action Requested:** Approval to change Whidbey Island seasonal employee to an 8 month temporary; increase Lisa McDavid's work hours by 5 hours per week; increase marketing and advertising expenses.

Commissioner Price Johnson recommended applying for 2% tourism funds for the increase in Lisa McDavid's hours and the marketing and advertising expenses for Four Springs.

**Follow Up:** Okay with Board.

**Roads**

**Subject/Description: Road Levy Certification**

**Attachment:** yes

**Action Requested:** Certification of 2012 Road Levy and Estimated Revenue Produced – Annual Report due to County Road Administration Board (CRAB)

**Follow Up:** Okay with Board to move forward to Monday's meeting.

**Subject/Description: Call for Bids for Installation of Raised Profile Lines**

**Attachment:** Memorandum dated 1/3/12 from Devin Joslin, to BOCC

**Action Requested:** Approval to put out formal call for bids to install raised profile line pavement markings on approximately 18 miles of County roads as part of the County Road Safety Program.

**Follow Up:** Okay with Board.

**Subject/Description: Call for Bids for Raised Profile Lines & Rumble Strips**

**Attachment:** Memorandum dated 1/3/12 from Devin Joslin, to BOCC

**Action Requested:** Approval to put out formal call for bids to install raised profile line pavement markings or ground in rumble strips on approximately 6.5 miles of County roads as part of the Low-Cost Run-Off Road Safety Improvements Project.

**Follow Up:** Okay with Board.

**Subject/Description: Extension of Zumar Contract – Traffic Control Signs**

**Attachment:** none

**Action Requested:** Extend contract with Zumar Industries, Inc., one year to February 22, 2013.

**Follow Up:** Okay with Board.

**Subject/Description: Purchase of 2 Tilt Trailers**

**Attachment:** Purchase Order & State Contract

**Action Requested:** Approval of Purchase Order #9555; Trailer Town; 2 each 50,000 lb. Tilt Flatbed Trailers; \$54,760.89 incl. WSST.

**Follow Up:** Okay with Board.

**Subject/Description: Call for Bids for 2012 Self Propelled Force Feed Loader**

**Attachment:** Bid Specifications & Proposal

**Action Requested:** Approval for Call for Bids for 2012 Self-Propelled Force Feed Loader.

**Follow Up:** Okay with Board.

**Subject/Description: Call for Bids for 2012 Portable Asphalt Grinding/Reclaiming/Trenching Machine**

**Attachment:** Bid Specifications & Proposal

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**Action Requested:** Approval for Call for Bids for 2012 Portable Asphalt Grinding/reclaiming/Trenching Machine.

**Follow Up:** Okay with Board.

**Subject/Description:** Petition to Open Unopened County Right-of-Way – Wayne & Paulette Good

**Attachment:** yes

**Action Requested:** Proceed with scheduling Public Hearing.

**Follow Up:** Okay with Board.

**Add-on**

**Subject/Description:** National Pollutant Discharge Elimination System (NPDES) Phase II Inclusion of the Oak Harbor UGA

**Attachment:** none

**Discussion:** The Department of Ecology has asked if Island County plans to comment further on the rule making process detailing how a small storm water system becomes designated as regulated. Bill recommended sending a letter to DOE pointing out that the unincorporated UGA of Oak Harbor does not meet the designation criteria of a population of at least 10,000 and a density of 1,000 people per square mile.

**Follow up:** Okay with Board.

**Human Resources**  
**Summary Minutes**

Work Session was held between the County Commissioners and Human Resources on Wednesday, February 1, 2012 at 10:30 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Helen Price Johnson, Chair  
Kelly Emerson, Member (excused)  
Angie Homola, Member

**Staff:** Pam Dill

**Staff Present:** Melanie Bacon, Human Resource Director

**Others Present:** Elaine Marlow, Budget Director, Don Mason, Betty Kemp, Dennis Bodley, Bob Pederson, Jackie Henderson, Diane Vaughn, Bob Thomas, Rufus Rose, Jeff Lauderdale

Part 1 @01:28:50

**Subject/Description:** PAA

**Attachment:** yes

**Proposed Action:**

- Clerk's Office – Vault/Microfilm Clerk – replacement

**Follow up:** Okay with Board.

**Subject/Description:** Policy 2.01.030

**Attachment:** yes

**Proposed Action:** The County has 20 employees with less than 6 months tenure making them ineligible to use their accrued annual leave to compensate for any days missed during last week's

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storm event. Melanie requested approval from the Board to override Policy 2.01.030 Item B for this emergency situation.

**Follow up:** Okay with Board.

**Subject/Description: Administrative Services**

**Attachment:** yes

**Discussion:** Melanie briefed the Board on her recommendations for the reorganization of Administrative Services. Bruce Rohm has been hired in the HR Analyst position. Safety, L&I and CDL drug testing will move with Bruce to Human Resources. His position in GSA will not be replaced.

**Follow up:** The Board was supportive of Melanie's recommendations but no final decisions or timeframes were established. The Board will discuss the leadership of the Administrative Services Department at the next work session.

**Planning & Community Development**  
**Summary Minutes**

Work Session was held between the County Commissioners and the Planning Department on Wednesday, February 1, 2012 at 11:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

<b>County Commissioners:</b>	<b>Helen Price Johnson, Chair</b>	<b>Staff: Pam Dill</b>
	<b>Kelly Emerson, Member (excused)</b>	
	<b>Angie Homola, Member</b>	

Record Part 1 @01:59:40

**Staff Present:** Bob Pederson, Director, Andrew Hicks, Troy Davis, Karen Stewart

**Others Present:** Elaine Marlow, Budget Director, Rufus Rose, Jeff Lauderdale

**Subject/Description: Comprehensive Plan periodic update**

**Attachment:** RCW 36.70A.130

**Proposed Action:** Approval to utilize the full extension of the Comprehensive Plan periodic update per RCW 36.70A.130(5)(b) to June 30, 2016. Bob Pederson will provide the Board and Planning Commission with a spread sheet delineating the timeline and steps that need to be taken to meet the timeline.

**Follow up:** Okay with full Board to move forward with resolution utilizing RCW 36.70A.103(5)(b).

**Subject/Description: Continued review of the 2012 Work Programs**

**Attachment:** yes

**Action Requested:** Bob reviewed the Planning Work Programs for 2012 with the Board. The Board requested a Planning Work Program timeline clearly delineating mandated and optional items.

**Health Department**  
**Summary Minutes**

Work Session was held between the County Commissioners and the Health Department on Wednesday, February 1, 2012, at 1:00 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

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**County Commissioners:**      **Helen Price Johnson, Chair**                      **Staff: Pam Dill**  
   **Kelly Emerson, Member (excused)**  
   **Angie Homola, Member**

**Staff Present:**    **Keith Higman, Director, Kerry Graves, Katie Hicks, Jill Wood, Dr. Roger Case, Lori Clark**

**Others Present:** **Elaine Marlow, Budget Director, Bill Oakes, Jeff Lauderdale, Rufus Rose**

*Note: The first Health Department Work Session of the month is designated for informal discussion of Board of Health matters.*

Record Part 1 @02:55:30

**Add-on**

**Subject/Description:** Use of Coupeville Road Shop equipment

**Attachment:** none

**Action Requested:** Metal fabrication shop students from the three Whidbey Island High Schools have been working on recreating the original lantern house at Admiralty Head Lighthouse. Nichol Brothers Boat Builders is providing transportation to pick up the pieces for assembly at South Whidbey High School. Public Works will help with the project by providing a fork lift or back hoe to lift a section fabricated at Coupeville High School. Cost: approx \$200.00 from Public Works funding.

**Follow up:** Okay with Board.

**Administration**

**Subject/Description:**    **NACo Prescription Discount Card Program**

**Attachment:** none

**Discussion:** NACo through a partnership with CVS Caremark provides a prescription discount card to NACo member counties to offer to their uninsured and underinsured residents. A transaction revenue fee option is now available. Counties would receive \$1.00 per prescription when the card is used to receive a discount.

Keith will contact participating counties and conduct a cost benefit analysis on the level of staff support needed to oversee the program. If the program is not onerous to the County he will proceed with submitting an application to NACo.

**Assessment**

**Subject/Description:**    **Request for exception from competitive solicitation**

**Attachment:**    Memorandum dated 2/1/12 from Keith Higman, to BOCC

**Action Requested:**    Request for an exception from competitive solicitation procurement for contracting with ICF Macro for the 2012 Behavioral Risk Factor Surveillance System (BRFSS) contract.

**Follow up:** Okay with Board to move forward.

**Subject/Description:**    **Purchase Order for 2012 BRFSS oversample**

**Attachment:**    PO 9515 to ICF Macro

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**Action Requested:** Approval of PO 9515; ICF Macro, Inc.; Amount: \$18,162.90; Island County will tag onto Washington State Department of Health contract to add an “oversample” for an additional 310 Island County residents to be added to the statewide 2012 survey which will result in a statistical representative sample of Island County residents.

**Follow up:** Okay with Board to move forward.

**Department of Natural Resources**  
**Summary Minutes**

Work Session was held between the County Commissioners and the Department of Natural Resources on Wednesday, February 1, 2012 at 1:30 a.m., in the Island County Annex Building, Commissioners’ Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:**      **Helen Price Johnson, Chair**                      **Staff: Pam Dill**  
   **Kelly Emerson, Member (excused)**  
   **Angie Homola, Member**

**Staff Present:**    **Keith Higman, Director, Kerry Graves, Lori Clark, Jill Wood**

**Others Present:**      **Elaine Marlow, Budget Director, Rufus Rose, Jeff Lauderdale**

Record Part 1 @ 03:24:06

**Subject/Description:**    **IC ILIO Professional Consultation – Porter Group LLC**

**Attachment:**    Contract No. DNR-02-12

**Action Requested:** Agreement for Professional Consultant Services for Island County Local Integrating Organization (ILIO) support; Contract No. # DNR-02-12; Contract Amount: \$14,250.00

**Follow up:** Okay with Board to move forward.

**Budget Director**  
**Summary Minutes**

Work Session was held between the County Commissioners and the Budget Director on Wednesday, February 2, 2012, at 11:40 p.m., in the Island County Annex Building, Commissioners’ Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:**    **Helen Price Johnson, Chair**                      **Staff: Pam Dill**  
   **Kelly Emerson, Member (excused)**  
   **Angie Homola, Member**

**Staff Present:**      **Elaine Marlow, Budget Director**

Record Part 1 @ 02:38

**Subject/Description:**    **Consider applicants for Water Resource Advisory Committee**

**Attachments:**    yes

**Action Requested:** The Board considered applicants for the Water Resource Advisory Committee.

**Follow-up:** Okay with Board to move recommendation forward to Monday’s meeting.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 18**  
**FEBRUARY 1, 2012 – WORK SESSIONS**

**Subject/Description:** Consider applicants for Law & Justice Council

**Attachments:** yes

**Action Requested:** The Board considered applicants for the Law & Justice Council.

**Follow-up:** Okay with Board to move recommendation forward to Monday's meeting.

**Subject/Description:** Historic Preservation Commission (HPC)

**Attachment:** yes

**Action Requested:** Gina Bull stepped down from her appointment on the HPC. The Board will consider the four applicants on file rather than re-advertise for the position and bring their recommendation forward to Monday's meeting.

**Follow-up:** Okay with Board to move recommendation forward to Monday's meeting.

**Add-on**

**Updates**

- Bringing forward an amendment to the WCIP Interlocal Agreement clarifying Article 12, Cancellation and Withdrawal, as well as, a change to the Trust Agreement and Bylaws due to the discontinuance of the self insured medical program.
- Checking to see if a code revision is necessary to equalize Commissioner salaries in 2013.
- Working with Marilyn Abrahamson, Freeland Water & Sewer District on resolving some of the issues with the reimbursement of Rural County Development Funds

Recording Part 1 @03:28:15

**Subject/Description:** Department of Retirement Services (DRS)

**Attachment:** none

**Action Requested:** County's share of Sheilah Crider's PERS retirement from January 2008 to December 2010; Amount: \$15,913.36

**Follow up:** Okay with full Board to move to a Monday Consent Agenda. Elaine Marlow will contact DRS to find out why it took so long to send the invoice to the County.

BOARD OF COUNTY COMMISSIONERS  
ISLAND COUNTY, WASHINGTON

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Helen Price Johnson, Chair

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Kelly Emerson, Member

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Angie Homola, Member

ATTEST:

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Elaine Marlow, Clerk of the Board